

Policy Academy on Homeless Families and Children

Planning Process Time-Line & Deliverables: Summary of Major Milestones in the Three Phase Strategic Planning Process

(Public/Stakeholder Input Will Continue to Be Recruited Throughout All Phases)

PHASE I: Project Development

FOCUS: Developing Framework and Partnerships

January – April, 2004

- Draft Vision, Mission, Goals & Potential Strategies
- Define function/structure of process
- Engage Policy Leadership Team in initial cross-systems “education”
- Define strategic planning process
- Define Work Group membership for strategic planning process
- Design workshop for Conference on Affordable Housing
- Define timeline & deliverables

May, 2004

- Finalize Working Draft of Goals and Potential Strategies and submit to federal sponsors
- Develop plan and invitation to Strategic Planning Team re: Kick Off event -- including agenda & Work Group schedule, charge, function, structure
- Conduct introductory overview at Statewide Conference on Affordable Housing (May 18)
- Meet with TA Consultant to review plan and process

DELIVERABLES

- Draft of Preliminary Goals and Potential Strategies completed by May 10
- Plan for Strategic Planning Team Kickoff event
- Introductory workshop at Statewide Conference on Affordable Housing – May, 2004

Working Draft 11/08/04

PHASE II: Short-Term Strategic Planning

FOCUS: Identifying “Early Wins” and Action Strategies for FY ’05-’06

June, 2004

- Conduct training for Work Group leaders/facilitators
- Conduct Kick Off Event – Lansing Center/June 9th
- Initiate regular meetings of Work Groups

July – September, 2004

- Work Groups meet regularly to develop recommendations for “early wins” and achievable action strategies for FY 2005 & FY 2006
- Identification of specific statutory, regulatory, & organizational implications for State systems
- Planning for expanded *Homeless Awareness Week*

October – December, 2004

- Policy Leadership Team processes initial recommendations from Work Groups
- Policy Leadership Team meets w/Agency Directors and Executive Office re: fiscal, regulatory, structural, and/or policy implications of initial report
- Re-convene Strategic Planning Team for feedback
- Review linkage to work of other Policy Academies
- Revise/clarify approach for Phase III Strategic Plan

DELIVERABLES

- Initial draft of Recommended Strategies for FY 2005 & FY 2006 by October 1
- Policy Leadership Team Recommendations submitted to State Department Directors and Executive Office for review in mid-November
- Updated plan for Phase III Strategic Planning developed by mid-December

PHASE III: Long-Term Strategic Planning

FOCUS: Creating Strategic Plan through 2010

January - June, 2005

- Work Plan shifts focus to long-term strategic planning for FY 2007–FY 2010
- Conduct Regional Forums for broader public input
- Compile and assess “best practice” information from other state plans
- Develop 1st draft of Strategic Plan by early May
- Conduct feedback session at Statewide Conference on Affordable Housing (mid-May)
- Re-convene Strategic Planning Team for sharing and feedback on draft recommendations
- Revise initial recommendations for Strategic Plan

July - November, 2005

- Policy Leadership Team meets w/ State Budget Office re: budget implications for FY 2007-2010
- Policy Leadership Team meets with federal representatives regarding statutory and/or regulatory implications
- Policy Leadership Team develops final draft of report to federal sponsors and MI stakeholders

DELIVERABLES

- 1st Draft of Long Term Strategic Plan for FY 2007- FY 2010 (Goals, Objectives, Strategies, Financing & Implementation Schedule) due by May, 2005
- Final plan submitted to Interagency Directors, Executive Office, and Federal sponsors by October, 2005
- Public release of plan/event – November, 2005